

**REQUEST FOR DUPLICATE CONTROLLER'S  
WARRANT, STD 435**  
(1987)

**3673**

Purpose/Use: Acquire photocopy of Controller's warrant or request stop payment.

Reference/Authority: Accounting Procedures Handbook, Sections 3674, 3675, and 3727;  
Government Code, §17090-97;  
SAM §8428.

Source: State: Vendor.

Forms/Related Documents: Notice of Claim Paid, CD-102;  
Request for Duplicate Controller's Warrant, STD 435.

Due Date(s): Upon request.

Distribution: See procedures.

-----

When research indicates that a Controller's warrant has not been received for payment, or vendor claims nonpayment, a Request for Duplicate Controller's Warrant (STD 435) is forwarded to the Controller's Office.

Obtain warrant number, date of issue, etc., from Notice of Claim Paid (CD-102) file in claims unit and complete the top portion of STD 435.

- Attach all research information to requesting agency copy and file in pending file. Forward remaining copies to State Controller's Office.

Controller's Office will research files to determine if warrant has been cashed.

- If warrant has been cashed, a copy of the warrant and first page of STD 435 will be returned.
  - Send copy to vendor or administrative unit as appropriate.
- If warrant has not been cashed, Controller's Office will return the first page of STD 435 only.

- Circle "Return to State Controller, Division of Disbursement..." and forward to vendor for completion of bottom portion.
- When STD 435 is returned to Controller's Office, a stop payment will be placed on the first warrant and a replacement warrant will be issued.

**FORMS AND/OR FORMS SAMPLES: RETURN TO ISSUANCE HOME PAGE FOR FORMS/FORMS SAMPLES SITE LINK.**

[\(see next section\)](#)

[\(see Table of Contents\)](#)